Purchase Order Reconciliation Checklist

Use the purchase order reconciliation process to close qualifying POs that you no longer need to modify. When the reconciliation process runs, it reconciles various PO related settings and statuses to change the status applicable POs to completed (Compl.). The benefit of this status change is that completed POs no longer show up in your list of available POs when you access PO pages in update/display mode. Removing these POs improves system performance and decreases the time required to find POs that you need to modify. It is recommended that you run this process at the end of each month.

Navigation: Purchasing > Purchase Orders > Reconcile POs > Reconciliation Workbench

1. Reconciliation Workbench Page, Click the Find an Existing Value Tab

2. Enter/Verify Business Unit

3. Click Search

4. Reconciliation Workbench Filter Options Page, Buyer: Enter the buyers name or click the search icon

5. Click Search

6. Reconciliation Workbench Page, Review the purchase orders that displayed. Uncheck any purchase order that you do not want to close. Click Close - The system reviews the documents and determines whether the POs are qualified or not.

7. Reconciliation Workbench Processing Results Page, If some of the selected POs are not qualified, you can check or select the PO and click the override button to qualify them.

8. Proceed: Click Yes

9. Continue to Close POs message display, Click Yes

10. Reconciliation Workbench Page, PO Status changes to Compl

11. Budget Check, refer to the following instructions.

Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

This page will display the status of all your purchase orders.

1. Purchase Order Inquiry Page, Enter/Verify Business Unit, Click Search.

2. Search Results will display all of your purchase orders.

3. Click a PO that you closed. Notice the budget status = Not Chk'd. To change the status to Valid you will need to run the budget check process so the funds are unencumbered.

Navigation: Purchasing > Purchase Orders > Budget Check

1. PO Budget Check Request Page

2. Select the Run Control ID **BUDGET_CHECK**. If this is not available, you will need to Add a New Value.
   a. Process Frequency = Once
   b. Description = Budget Check
   c. Business Unit = Select "Value". A box will appear to the right asking for the business unit. Enter your business unit.
   d. PO Status – Select "Some". Boxes will appear to the right. Select "Complete".
   e. Click Save

3. Click Run

4. Process Scheduler Request Page –
   a. Server Name = PSNT
   b. Process List = Comm. Cntrl. Budget Processor
   c. Click OK

5. Note the Process Instance Number displayed under the Run button.

6. Click the Process Monitor hyperlink.

7. Click the Refresh button until the Run Status changes to Success.

Navigation: Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Verify that your PO budget status changed to Valid.